

# POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced) Standard MWR NAF PD										3. Service										4. Employing Office Location										5. Duty Station										1. Agency Position No.																													
7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt										8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest										9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No										6. OPM Certification No.																																							
10. Position Status <input type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)										11. Position Is <input checked="" type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input type="checkbox"/> Neither										12. Sensitivity <input checked="" type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive										13. Competitive Level Code																																							
15. Classified/Graded by										Official Title of Position										Pay Plan										Occupational Code										Grade										14. Agency Use NAF																			
a. Office of Personnel Management																																																		Initials										Date									
b. Department, Agency or Establishment																																																																					
c. Second Level Review										Supervisory Sports Specialist										NF										0030										04										SN										12-31-01									
d. First Level Review																																																																					
e. Recommended by Supervisor or Initiating Office																																																																					
16. Organizational Title of Position (if different from official title)																				17. Name of Employee (if vacant, specify)																																																	
18. Department, Agency, or Establishment																				c. Third Subdivision																																																	
a. First Subdivision																				d. Fourth Subdivision																																																	
b. Second Subdivision																				e. Fifth Subdivision																																																	
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.																				Signature of Employee (optional)																																																	
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that																				this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.																																																	
a. Typed Name and Title of Immediate Supervisor																				b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)																																																	
Signature										Date										Signature										Date																																							
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.																				22. Position Classification Standards Used in Classifying/Grading Position																																																	
Typed Name and Title of Official Taking Action																				OPM PCS GS-0188, TS-64 June 82, TS-36 Sept 79, GS Supv Guide HRCB-5 June 98, Apr 98																																																	
S. J. NEW																				Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.																																																	
Principal Classifier																																																																					
Signature										Date																																																											
23. Position Review										Initials										Date										Initials										Date										Initials										Date									
a. Employee (optional)																																																																					
b. Supervisor																																																																					
c. Classifier																																																																					
24. Remarks																																																																					
25. Description of Major Duties and Responsibilities (See Attached)																																																																					

## **NONAPPROPRIATED FUND POSITION DESCRIPTION**

**JOB TITLE:** Supervisory Sports Specialist **POSITION NUMBER** 01-0140

**JOB SERIES:** 0030 **PAY LEVEL:** NF-4

### **Summary of Duties:**

Incumbent plans, supervises, administers and carries out individualized or team sports program. Conducts clinics or seminars to train coaches, officials and or participants; trains and develops athletes in individual or team sports, plans, organizes or conducts tournaments or competitions from the intramural to the international levels.

Responsible for meeting established goals and effectively managing the resources of assigned programs. Monitors program on a regular basis and initiates corrective action as necessary. Evaluates the effectiveness of ongoing competitive sports activities from the standpoint of resources, unforeseen developments, and program objectives. Develops periodic program plans and annual requirements. Arranges for necessary supplies, transportation, space, and services to accomplish scheduled sports activities.

Plans, organizes work and manages internal resources to ensure maximum productivity and economies. Prepares financial plan, budgets, inventories, cost controls, and related records and reports. Reviews the financial status of the assigned activity and recommends changes considered necessary. Either directly or indirectly through subordinate supervisors, manages activity employees. Trains, schedules work, appraises performance, counsels assigned personnel, and recommends personnel actions. Effectively supports the Navy's Equal Employment issues. Manages new property resources and provides advice on renovations and improvements. Maintains and enforces security for funds, merchandise, supplies and equipment to preclude or minimize the potential for fraud waste and abuse.

Performs other related duties as assigned.

### **Minimum Qualifications:**

A minimum of four years of experience that demonstrates work experience directly related to the sport or sports being administered. A Bachelor's degree with a major in physical education from an accredited college may be substituted for two years of experience.